



**Officers & Directors:**

Mike Landini, President, Mike Yalow, Vice President, Kandi Manhart, Secretary, Bruce Roundy, Treasurer  
Donnan Arbuckle, Jim Giachino, Gilbert Goedhart, Vacancy

**Associate-Directors:**

Candis Woods, Chet Vogt, Danielle Spring Groteguth, Greg Massa, Holly Anthieny, Jill Egly, Jerry Ehorn, Josh Enos,  
Kathy Landini, Karalissa Cutler, Karissa Leonard, Laura Powell, Lorri Pride, Mellise Albright, Peter Carley, Rebecca Ford, Susan Steuben

**Staff:**

Kandi Manhart, Executive Officer ~ Claudia Street, Projects Manager ~ Liz Brackmann, Watershed Coordinator

**Meeting Minutes**

**Date:** Monday, November 21, 2011  
**Time:** 9:00 a.m. to Noon  
**Location:** USDA Service Center  
132 North Enright Avenue, Suite C  
Willows, CA 95988

**DIRECTORS PRESENT:** Mike Landini, President; Mike Yalow, Vice President; Bruce Roundy, Treasurer; Donnan Arbuckle, Jim Giachino, and Gilbert Goedhart.

**DIRECTORS ABSENT:** None.

**ASSOCIATE DIRECTORS PRESENT:** Candis Woods and Kathy Landini.

**ASSOCIATE DIRECTORS ABSENT:** Chet Vogt, Danielle Spring Groteguth, Greg Massa, Holly Anthieny, Jill Egly, Jerry Ehorn, Josh Enos, Karalissa Cutler, Karissa Leonard, Laura Powell, Lorri Pride, Mellise Albright, Peter Carley, Rebecca Ford, and Susan Steuben.

**OTHERS PRESENT:** Melissa Lema, Western United Dairyman; Melany Aten, PRBO Conservation Science; Lester Messina, Glenn County Agriculture Department; Rob Vlach, District Conservationist, Natural Resources Conservation Service; and Kandi Manhart, Claudia Street and Liz Brackmann, RCD Staff.

**I. CALL TO ORDER & INTRODUCTIONS**

The meeting was called to order by President Landini at 9:00 a.m. Introductions ensued.

**II. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance ensued.

**III. PUBLIC COMMENT (limit 5 minutes):**

None

#### IV. MINUTES

##### A. Approve meeting minutes for October 17, 2011

President Landini entertained a motion. *Arbuckle moved to approve the meeting minutes for October 17, 2011 as presented. Giachino seconded. Approved unanimously.*

#### V. RCD REPORTS

##### A. Directors and Associate-Directors

###### 1. One Director Vacancy

Directors and Associate-Directors reported on meeting attendance and various matters.

##### B. Executive Officer

Manhart reported off her written report and reported on meeting attendance and various matters.

##### C. Projects Manager

Street reported off her written report and reported on meeting attendance and various matters.

##### D. Watershed Coordinator

Brackmann reported off her written report and reported on meeting attendance and various matters.

#### VI. PARTNER REPORTS (limit 5 minutes, unless previously scheduled)

*Messina – (Glenn County Department of Agriculture) – He reported on various programs and meetings.*

*Lema – (Western United Dairyman) – She reported as the new area representative and on various programs and deadlines for dairyman.*

*Vlach – (Natural Resources Conservation Service) He reported on various program deadlines, timelines and updates on funding allocation.*

*Aten – (PRBO Conservation Science) – She reported as a new staff person to assist in local programs, Team Rice Program.*

#### VII. PROJECT UPDATES

##### A. CA DOC Stony Creek Watershed Coordinator – *Active*

Street noted new reporting format.

##### B. CARCD Xerces Society Pollinator Conservation on CA Farms – *Active*

##### C. WCRME Beginning Farmers and Ranchers Results Oriented Financial Planning Workshops – *Active*

##### D. USDA NRCS Cooperative Agreement #1 – *Active*

##### E. USDA NRCS Cooperative Agreement #2 – *Active*

##### F. USDA FMPP Growing Glenn – A County Farmers' Market – *Closed*

Due to time constraints, these items were not discussed.

#### VIII. RCD MISSION & OPERATIONS

##### A. Discussion and possible action to amend mission statement

President Landini entertained discussion. Manhart provided history. Discussion ensued. DRAFT amended mission statement as follows and will be placed on the January 2012 RCD Meeting Agenda for review and approval.

*"To promote a sustainable, economically healthy county through services and management of natural resources, maintain a desirable environment, and address local issues and opportunities in a timely manner."*

**B. Discussion on past, current and future operations**

President Landini entertained discussion. Manhart provided overview of document. Discussion ensued.

**IX. GLENN COUNTY CERTIFIED FARMERS MARKET**

**A. Re-open discussion on GCCFM Project Proposal**

Giachino requested to re-open the discussion. Discussion ensued.

**B. Possible action to reinstate GCCFM Committee**

President Landini entertained discussion. Discussion ensued. *Roundy moved to approve reinstating the RCD's GCCFM Committee. Yalow seconded. Additional discussion ensued. Approved. Yes: Roundy, Yalow, Giachino, Goedhart – No: Arbuckle*

**C. Possible action for RCD to be GCCFM Management**

President Landini entertained discussion. Discussion ensued. *Roundy moved the RCD be GCCFM Management for the 2012 Market Season. Yalow seconded. Additional discussion ensued. Approved. Yes: Roundy, Yalow, Giachino – No: Arbuckle, Goedhart*

**X. FINANCIAL REPORT**

**A. Report provided by Financial Committee\**

Roundy provided report.

**B. Approve filling the Administrative Assistant Position at 32 hours per week, \$15.00 per hour**

Manhart requested approval of item.

**C. Approve monthly financial reports and cash disbursements journals**

Manhart requested approval of item with Revised cash disbursements journals that included check numbers.

*Roundy moved to approve filling the Administrative Assistant Position at 32 hours per week at \$15.00 per hour as well as the monthly financial reports as presented and the Revised cash disbursements journal with the addition of check numbers. Yalow seconded. Approved unanimously.*

**XI. NEXT MEETINGS**

**A. Discussion and possible action to amend December 2011, January 2012, February 2012 regular meeting dates due to holidays**

Manhart requested input. Discussion ensued. *Roundy moved to approve the following new dates:*

*December 2011*

- *Cancel regular meeting*
- *December 13 – Holiday Dinner*

*January 2012*

- *January 23*

*February 2012*

- *February 27*

*Giachino seconded. Approved unanimously.*

**XII. ADJOURNMENT**

President Landini moved to adjourn the meeting at 12:15 p.m.

**Approved on January 23, 2011 by the Glenn County Resource Conservation District Board.**

**Attested by,**

  
\_\_\_\_\_  
Mike Landini, President

  
\_\_\_\_\_  
Kandi Manhart, Secretary

**Items Attached:**

Cash Disbursements Journals

Glenn County Resource Conservation District

**REVISED**  
11/21/11  
*[Signature]*

Register: UMPQUA Checking  
From 10/18/2011 through 11/21/2011  
Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                         | Account                           | Memo                       | Payment  | C | Deposit  | Balance   |
|------------|--------|-------------------------------|-----------------------------------|----------------------------|----------|---|----------|-----------|
| 10/21/2011 |        |                               | Undeposited Funds                 | Deposit                    |          | X | 120.00   | 30,931.29 |
| 10/31/2011 |        |                               | Undeposited Funds                 | Deposit                    |          | X | 400.00   | 31,331.29 |
| 10/31/2011 | 1260   | Kandi E. Manhart              | Payroll Expenses:Payroll          |                            | 3,458.46 |   |          | 27,872.83 |
| 10/31/2011 | 1261   | Claudia L. Street             | Payroll Expenses:Payroll          |                            | 3,107.81 |   |          | 24,765.02 |
| 10/31/2011 | 1262   | Elizabeth W. Brackmann        | Payroll Expenses:Payroll          |                            | 2,941.64 |   |          | 21,823.38 |
| 11/02/2011 |        |                               | Government Grants:Federal Gra...  | Deposit                    |          |   | 195.00   | 22,018.38 |
| 11/02/2011 | 3220   | AT&T                          | Operations:Telephone, Telecom...  | 530 934-8036 087 5         | 77.00    |   |          | 21,941.38 |
| 11/03/2011 | 3221   | Ray Morgan Company            | Operations:iR 5800 Color Copier   | Invoice #154643            | 230.81   |   |          | 21,710.57 |
| 11/03/2011 | 3222   | Bond Tax & Financial Services | Contract Services:Accounting F... | Invoice #15059             | 202.50   |   |          | 21,508.07 |
| 11/08/2011 |        |                               | -split-                           | Deposit                    |          |   | 295.00   | 21,803.07 |
|            |        |                               | WSU - WCRME                       | Registration               |          |   | 195.00   |           |
|            |        |                               | WSU - WCRME                       | Registration - Partial ... |          |   | 100.00   |           |
| 11/08/2011 |        |                               | Undeposited Funds                 | Deposit                    |          |   | 210.00   | 22,013.07 |
| 11/14/2011 |        |                               | Government Grants:Federal Gra...  | Deposit                    |          |   | 195.00   | 22,208.07 |
| 11/14/2011 |        |                               | -split-                           | Deposit                    |          |   | 1,495.50 | 23,703.57 |
|            |        |                               | Undeposited Funds                 | Owl Box                    |          |   | 45.00    |           |
|            |        |                               | Undeposited Funds                 | Bat House & Blue Bi...     |          |   | 75.00    |           |
|            |        |                               | Undeposited Funds                 | Invoice #2011-31 O...      |          |   | 1,375.50 |           |

Glenn County Resource Conservation District

11/20/2011 10:53 AM

Register: UMPQUA Checking  
 From 10/18/2011 through 11/21/2011  
 Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                       | Account                            | Memo                      | Payment  | C | Deposit   | Balance   |
|------------|--------|-----------------------------|------------------------------------|---------------------------|----------|---|-----------|-----------|
| 11/14/2011 | EFT    | EDD                         | Payroll Expenses:EDD taxes         |                           | 678.75   |   |           | 23,024.82 |
| 11/14/2011 | EFTPS  | IRS                         | Payroll Expenses:IRS taxes         |                           | 3,370.13 |   |           | 19,654.69 |
| 11/15/2011 |        |                             | Undeposited Funds                  | Deposit                   |          |   | 39,808.99 | 59,463.68 |
| 11/16/2011 |        |                             | Undeposited Funds                  | Deposit                   |          |   | 300.00    | 59,763.68 |
| 11/18/2011 |        |                             | Government Grants:Federal Gra...   | Deposit                   |          |   | 240.00    | 60,003.68 |
| 11/21/2011 | 3219   | CARCD Sacramento Valley ... | -split-                            | Fall Meeting Registr...   | 170.00   |   |           | 59,833.68 |
|            |        |                             | Director Development               | Director Registration...  | -60.00   |   |           |           |
|            |        |                             | Staff Development                  | Staff Registration for... | -40.00   |   |           |           |
|            |        |                             | Staff Development                  | Staff Registration for... | -20.00   |   |           |           |
|            |        |                             | Speak-Off Contest                  | Speak-Off Contest Ju...   | -50.00   |   |           |           |
| 11/21/2011 | 3223   | Glenn County Farm Bureau    | Facilities and Equipment:Rent, ... | Conf. Room for Fina...    | 150.00   |   |           | 59,683.68 |
| 11/21/2011 | 3224   | Office Depot                | -split-                            | Multiple Invoices - S...  | 906.44   |   |           | 58,777.24 |
|            |        |                             | Supplies                           | Invoice 5824790590...     | -13.00   |   |           |           |
|            |        |                             | Supplies                           | Invoice 5852940100...     | -135.71  |   |           |           |
|            |        |                             | Supplies                           | Invoice 5852943510...     | -93.00   |   |           |           |
|            |        |                             | Supplies                           | Invoice 5840285640...     | -67.74   |   |           |           |
|            |        |                             | Supplies                           | Invoice 5852962530...     | -74.68   |   |           |           |
|            |        |                             | Supplies                           | Invoice 5853050520...     | -266.52  |   |           |           |
|            |        |                             | Supplies                           | Invoice 5853078500...     | -255.79  |   |           |           |
| 11/21/2011 | 3225   | Appeal Democrat             | Other Types of Expenses:Adver...   | Acct. 9624                | 157.82   |   |           | 58,619.42 |

Glenn County Resource Conservation District

11/20/2011 10:53 AM

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From 10/18/2011 through 11/21/2011

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                       | Account                   | Memo                    | Payment | Deposit | Balance   |
|------------|--------|-----------------------------|---------------------------|-------------------------|---------|---------|-----------|
| 11/21/2011 | 3226   | Elizabeth W. Brackmann      | -split-<br>Meals          | CARCD Annual Con...     | 22.84   |         | 58,596.58 |
|            |        |                             | Meals                     | 11/8/2011 Lunch tra...  | -10.00  |         |           |
|            |        |                             | Meals                     | 11/8/2011 Dinner at ... | -12.84  |         |           |
| 11/21/2011 | 3227   | Kandi Manhart               | -split-<br>Lodging        | CARCD Annual Con...     | 324.25  |         | 58,272.33 |
|            |        |                             | Meals                     | Lodging for CARCD...    | -188.16 |         |           |
|            |        |                             | Meals                     | 11/8/2011 Lunch tra...  | -10.00  |         |           |
|            |        |                             | Meals                     | 11/8/2011 Dinner at ... | -14.95  |         |           |
|            |        |                             | Supplies                  | Cash & Carry - Coffe... | -111.14 |         |           |
| 11/21/2011 | 3228   | La Petia Tapatia            | Travel and Meetings:Meals | 11/17/2011 Worksho...   | 200.00  |         | 58,072.33 |
| 11/21/2011 | 3229   | Kandi Manhart - PETTY CA... | Petty Cash                | Reim. Petty Cash - M... | 134.83  |         | 57,937.50 |
| 11/21/2011 | 3230   | Willows FFA                 | Product Sales             |                         | 355.00  |         | 57,582.50 |